



JOB DESCRIPTION

JOB TITLE: City Manager
DEPARTMENT: Office of the City Manager
REPORTS TO: City Council
DATE: April, 2009
EMPLOYEE UNIT: Appointed by City Council
Supersedes: December, 1997
FLSA EXEMPT: Yes

JOB SUMMARY: The City Manager is directly appointed by the City Council to direct and manage department directors and provide services to the City Council, City Commissions, and other elected and appointed City officials, City Staff and the public.

CLASS CHARACTERISTICS: This is an executive classification that carries full responsibility as the chief administrative officer of the City government. The incumbent is responsible for appointing and directing any and all officers and employees of the City, including management and supervisory staff, but excluding the City Attorney, City Clerk, and City Treasurer. As chief administrator, the City Manager holds office at and during the pleasure of the City Council utilizing such services and facilities as the City Clerk, City Treasurer, and the City Attorney.

This is an “At-Will” classification which means the City Manager serves at the will of the City Council and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The City Manager is accountable to the City Council for the performance of the following duties which may be performed personally in consultation with and at the direction of the City Council and/or in coordination with other City staff. Additional duties may be assigned.

1. See that all laws and ordinances of the city are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed.
2. Perform all financial and accounting duties imposed on the City Clerk and Purchasing Agent pursuant to the Morgan Hill Municipal Code.
3. Control, order and direct all heads of departments, and subordinate officers and employees of the City under the City Manager’s jurisdiction through their department directors.
4. Appoint, discipline, and dismiss any and all officers and employees of the City, with few exceptions.
5. Attend all meetings of the City Council.
6. Make recommendations and reports concerning adoptions of measures and ordinances, or, as the City

Council may desire and/or request.

7. Keep the City Council fully advised at all times as to the financial conditions and needs of the City.
8. Prepare and submit the City's operating and capital budget to the City Council and administer it after adoption.
9. Investigate the affairs of the City and any department or division thereof and all complaints in relation to matters concerning the administration of the government and pertaining to the City.
10. See that all franchises, permits and privileges granted by the City are faithfully observed.
11. Execute general supervision over all public buildings, parks, streets and other public property which are under the control and jurisdiction of the City Council.
12. Serve as the Director of Emergency Services though the day to day function may be delegated.
13. Serve as the Personnel Officer, including labor relations, for the City though day to day function may be delegated.
14. Serve as the Executive Director of the Morgan Hill Redevelopment Agency.
15. Perform such duties and exercise such other powers as may be delegated to him/her from time to time by ordinance, resolution or other action of the City Council.
16. Purchase supplies for all departments or divisions of the City.
17. Receive and open all official mail and communications addressed either to the mayor or to the City Council.
18. Sign instruments on behalf of the City as provided for in the municipal code and whenever authorized by the City Council.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. The city manager shall be appointed by the City Council on the basis of his experience, administrative and executive ability. The City Council may publish specific requirements at the time of recruitment.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other requirements:

1. Required to work evenings and weekends as needed.

Knowledge of:

1. Organization and functions of City government and current trends and recent developments in management.
2. Laws and regulations, principles and practices regarding City management, budget, finance, and public personnel administration.
3. General knowledge of other aspects of City management, such as, police, fire, public works, parks and recreation, personnel and planning/land use.
4. Customer relations, effective employee supervision and management techniques.
5. Intergovernmental relations.

Skill in:

1. Handling citizen complaints and difficult customers.
2. Developing and maintaining effective working relationships with those contacted in the course of the work.
3. Researching, and documenting varied informational materials and compiling periodic or special reports for the purpose of producing greater efficiency and economy in the City government.
4. Budgetary preparation and control.
5. Studying systems and procedures and proposing improvements and simplifications.
6. Analyzing problems and exercising sound judgment in developing recommendations for solution.
7. Presenting ideas, facts and recommendations effectively orally and in writing.
8. Use of common office software including Microsoft Office.

Ability to:

1. Rapidly learn the specific procedures and systems used in the City Manager's Office.
2. Plan, organize and manage the activities of the City under the policy guidance and direction of the elected officials of the City.
3. Develop, present, and gain acceptance of program plans and organizations and funding recommendations to carry them out.
4. Plan, organize and supervise the work of subordinates.
5. Work on assignments that are complex in nature, where judgment is required in resolving problems and making recommendations.
6. Conduct work in a manner that supports a team effort to resolve differences, find solutions to problems and foster public support for the City.
7. Establish and maintain effective working relationships with Mayor, City Council, subordinates, representatives of other agencies, business and community groups and the general public.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.